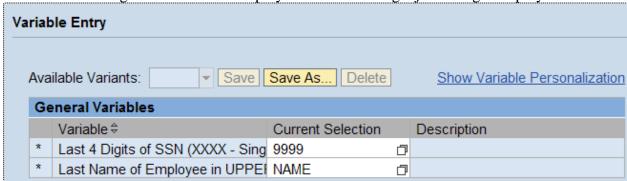
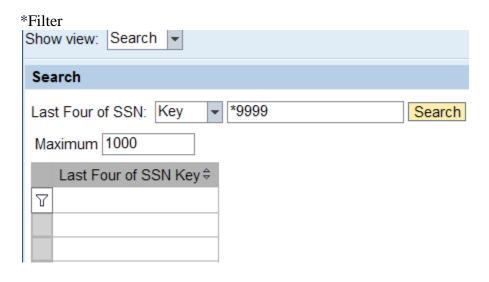
B0157 - Verify Employment Report

Filter on: Last 4 digits of SSN# and Employee Last Name to get just a single employee.



When filtering on Last 4 of SSN# make sure you select 'Search' in the Show View box and then enter an asterisk (*) and the last 4 digits of the employees SSN# (see screen print below).



*Report

Organizational Unit		Employee	Employee's Name	Effective Date	Act	tion Type
20000000	STATE OF NC	12345678	NAME, PHONEY	06/18/2007	ZZ	CONVERSION-Active
20000000	STATE OF NC	12345678	NAME, PHONEY	12/01/2007	ZY	POSITION ASSIG-Active
20000000	STATE OF NC	12345678	NAME, PHONEY	01/01/2008	Z 9	Appointment Change (NC)

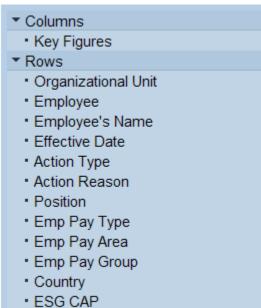
B0157 - Verify Employment Report

*Report continued...

Action Reason	Position		Emp Pay Level	Annual Salary	Prior Salary	Change
01 CONVERSION-Active	99999999	99999999	NA	0	0	0
01 POSITION ASSIGNMENT-Active	69999999	State Worker	А	75,400	0	75,400
11 Probation to Permanent	69999999	State Worker	А	75,400	75,400	0

* Initial Selection Criteria

• Emp Pay Level



B0157 - Verify Employment Report

- * Additional Selection Criteria
 - Free characteristics
 - Agency Hire Date
 - Age Range
 - · Cal Mth/Yr
 - Employee Group
 - Employee Subgroup
 - Employment Status
 - · Ethnic Origin
 - · Fiscal year/period
 - Gender
 - Job
 - Job Branch
 - Job Family
 - Last Four of SSN
 - Length of Serv. as of Date of Action
 - Original Hire Date
 - Personnel Area
 - Personnel Subarea

- Pos Addr Street
- Pos City
- Pos Country
- Pos County
- · Pos Pay Area
- Pos Pay Group
- · Pos Pay Level
- · Pos Pay Type
- Prior Position
- Processed Date
- SOC Code
- State
- Supv Employee
- Supv Position
- This report pulls from IT0000 Actions, IT0001 Organizational Assignment, IT0002 Personal Data, IT0008 Basic Pay, IT0041 Date Specifications, and IT0077 Additional Personal Data.
- 'Columns' shows the field selections that are displayed on the report.
- 'Free Characteristics' shows the additional field selections that can be dragged and dropped in and out of the report.
- This report lets you verify that an employee is active with the State.